

REPORTS INVENTORY						CONTROL NO. SRB 209B	
PREPARE IN DUPLICATE							
1. TITLE OF REPORT (if a fill-in report include Form No.) 209B COMO POS/PER OFF TAB					2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING		
3. FUNCTIONAL AREA		PERSONNEL		TRAINING		ADMIN. GENERAL	
		LOGISTICS		SECURITY		OTHER (specify)	
		MEDICAL		FINANCE			
4. NO. OF COPIES PREPARED 3		5. FREQUENCY (weekly, monthly, quarterly, etc.) Monthly			6. DISTRIBUTION (No. of components not number of copies) 1		
7. FORMAT (memorandum, form, computer print-out, etc.) CP-O		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO P-92B			9. DIRECTIVE AUTHORITY REQUIRING REPORT		
10. PREPARING COMPONENT (include lowest level contributing information to report) OCS/OPERATIONS				11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS-06-3	4.21		.43		1.81		12 21.72
B. COSTS OF COMPUTER PRODUCED REPORTS							
					.63	12	7.56
TOTAL COSTS PER YEAR						\$29.28	
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.							
14. FUTURE GOALS							
15. PROPOSED BY COMPONENT FOR THIS REPORT <input type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS	
						MAN-HOURS	DOLLARS
16. DATE OF INVENTORY 8 OCT 1970		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION <div style="border: 1px solid black; width: 150px; height: 20px; margin: 5px auto;"></div>					18. EXTENSION <div style="border: 1px solid black; width: 80px; height: 20px; margin: 5px auto;"></div>

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